

5-Year Recreation Plan Instructions

Initiating a 5-Year Recreation Plan

1. Authorized Official log in to MiGrants.
2. Go to the "My Opportunities" panel. See the [MiGrants Navigation](#) training materials to set up the My Opportunities panel if it is not already an option on the home page.
3. Click on 5-year Recreation Plan to initiate a new recreation plan.
4. Confirm that you want to start a new 5-year Recreation Plan.
5. The new 5-year Recreation Plan document has been created. From now on, any organization members can start with step 2 to open and submit the 5-year Recreation Plan.

Submitting a 5-Year Recreation Plan

1. Once a recreation plan has been initiated, the authorize official, agency staff and consultants with access to the organization can view and make changes to the recreation plan.
2. Click on Searches > 5-year Recreation Plan and click search.
3. Click on the document name to open the recreation plan.
4. On the left-navigation menu go to Forms and click "Plan Info & Certification". Complete the required fields, certify the page, and click save.
5. On the left-navigation menu go to Forms and click "Plan & Supporting Documentation". Upload all required attachments, fill out the text boxes, and click save. You will only be allowed to upload one file in each upload area. Combine documents into one file, if needed. The maximum file upload size is 25 MB.
6. Once all required documents have been uploaded and saved, the Authorized Official can change the status to submit the recreation plan for DNR review. On the left-navigation menu go to Status Options and click "5-Year Recreation Plan Submitted".
7. The DNR has now received the submission and will review it. If clarifications are needed, your Grant Coordinator will change the status of the 5-Year Plan to "Clarifications Required". This will allow you to upload missing documents or clarify information. The documents must be saved and submitted by changing the status of the 5-Year Recreation Plan to "5-Year Recreation Plan in Process" and then changing the status of the Recreation Plan to "5-Year Recreation Plan Submitted"

Submitting a Multi-Jurisdictional Plan

For multi-jurisdictional plans the following applies:

- All the communities included in the plan must submit a 5-year Recreation Plan in MiGrants. Only 1 of the communities must upload a copy of the plan. The other communities may upload a document in the 5-year Recreation Plan Upload space which states the name of the community with the uploaded Multi-Jurisdictional 5-Year Recreation Plan.
- All communities must each upload the following for their own community:
 - Public hearing notifications and public hearing meeting minutes.
 - If there is a separate meeting for the public hearing and adoption, also upload the meeting minutes where the plan was adopted by the highest governing body of that community.
 - Resolution where the plan was adopted by the highest governing body of that community.
 - Post-Completion Self-Inspection Reports.

Submitting a Amended 5-Year Recreation Plan

If the organization has an approved 5-Year Recreation Plan on file with the DNR, contact your Grant Coordinator prior to submitting an amendment to the plan.

1. Authorized Official log in to MiGrants. Click on Searches > 5-year Recreation Plan and click search. Click on the document name to open the recreation plan. On the left-navigation menu, go to Status Options and

click "5-Year Plan Amendment in Process". From now on, any organization members can start with step 2 to open and submit the 5-year Recreation Plan Amendment.

2. Click on Searches > 5-year Recreation Plan and click search.
3. Click on the document name to open the recreation plan
4. On the left-navigation menu go to Forms and click "Plan Amendment"
5. Complete all required items on the page, save the page.
6. Once all required documents have been uploaded and saved, the Authorized Official can change the status to submit the recreation plan for DNR review. On the left-navigation menu go to Status Options and click "5-Year Plan Amendment Submitted".
7. The DNR has now received the submission and will review it. If clarifications are needed, your Grant Coordinator will change the status of the 5-Year Plan to "Amendment Clarifications Required". This will allow you to upload missing documents or clarify information. The documents must be saved and submitted by changing the status of the 5-Year Recreation Plan to "5-Year Plan Amendment in Process" and then changing the status of the Recreation Plan to "5-Year Plan Amendment Submitted".